

Module 1

Sub module 1: Introduction and orientation

Session objectives



At the end of the training session, the trainer will have:

Orientated trainees to the training programme

Established the baseline knowledge of trainees

Time to complete sub module



1 hour 30 minutes

Training materials



Question box

Pre- and post-training knowledge questionnaire for trainees

Pre- and post-training knowledge questionnaire answer sheet

Pre- and post-training knowledge questionnaire result sheet

Session instructions

1. Housekeeping issues

- Welcome trainees. Discuss per diems, meals, transportation arrangements, course timings and remind people to be prompt
- Acknowledge that there may be HIV positive people in the course or people who have had a family member who is HIV positive. Indicate that the course may raise issues for these people and provide all group members with a telephone counselling contact number or means of debriefing privately with one of the trained facilitators in private

2. Establish “group norms”

- Brainstorm what should be the guiding principles for the group and only put down what the group has agreed upon and trainees commit to respect

3. Group members and training team introductions

- Introduce facilitators – ask for brief self-introductions
- Each trainee introduces himself or herself by stating their name, professional backgrounds and current role in counselling

4. Question in a box

- Ask trainees to write down on a piece of paper any questions they have about any aspect of the course material that they feel uncomfortable to ask in front of others. They may submit questions throughout the course and these will be addressed at the close of each day
- Instruct them to place the paper in the box when complete

5. Pre-training knowledge questionnaire

- Explain that the questionnaire is to assess the trainees' level of knowledge at the beginning of the course so that the facilitators know what areas need to be emphasised. It is also a useful tool for training evaluation
 - Ask trainees to close their folders
 - Pass around the pre-training knowledge questionnaire
 - Give trainees a code number on a piece of paper and ask him or her to record this number on their questionnaire. Then ask them to file this number in their folder so they can record it on their post-training questionnaire when conducted at the end of the course. Reassure trainees that as a result of this they will not be identifiable as individuals
6. Explain that there will be two types of course evaluation. An anonymous session evaluation will provide the facilitator with feedback. An anonymous course evaluation will be conducted at the end of the course.